

**SWIS COMMITTEE
MINUTES JUNE 9, 2005**

Attendees: Doug Glynn, Joe Collins, Mark Warne, Booker Graves, Tami Beatty, Walt Speckman, Mary Kay Cook, Mary Hillsman, Samantha O'Neill-Dunbar, Steve Wright

Review of Local Region Plans – Tami Beaty

- Documents were sent via email prior to meeting
- Tami provided PY03 & PY 04 stats, region by region. All regions had hit 80% or better on at least 16 of the 17 goals except for El Paso/Teller, which had hit 14/17 for PY 04.
- There were no red flags, but signatures are still needed from commissioners and some additional editing/corrections are still needed.

A motion was made to conditionally approve the local plans, and the motion passed to approve the plans conditionally pending the signature and editing process.

CIMS Report – Mary Hillsman

- Mary presented an update via power point focusing on:
 - **Support Activities** – Mary worked with the directors and reviewed implementation plans of regions; Facilitated cooperative agreement between OWD and CPEX, 5 regions participated in high plains training in March, two regions were already beyond (A/D Works and El Paso); All workforce regions will have at least participated in CPEX training by spring 07; Provided technical assistance to regions to complete their organizational profile, everyone is on the timeline to meet the 2007 goal
 - **Benefits** - Staff profile better enabled managers to work with staff
Customer service process map provided better knowledge, awareness, satisfaction results, and employer outreach
CIMS training & templates increased understanding by all staff, helped them focus on areas of improvement
Focus group surveys expanded employer/business' understanding of workforce center and vice versa
Renewed focus on strategic objectives & continuous improvement
Technology – full automation for registration process was an achievement; also improved staff morale
Opening/Moving to new office spaces – improved morale, business outreach, customer satisfaction
Increased Business Contacts was a result as well
 - **Strategic Needs**

Technical assistance provided to continue leadership development and to help move down the path of CPEX

Training to improve staff and to rebuild staff when turnover happens

➤ Additional Info

Regions want CWDC to understand the dedication level and effort to participate and understand that it is a long term process, and that each region has different needs, abilities, resources, etc, which all play into individual timelines.

Continuous support is needed from the CWDC, which was agreed to at the last SWIS meeting in February.

Recognition is important – it helps them locally to gain buy-in.

WFC's are grateful to the CWDC for the opportunity and continued support.

Director's Comments Regarding CIMS

- August 25, Best Practices Seminar at A/D Works
- Workforce center's best practices should be put on the e-colorado portal
- There is the potential for additional support from CWDC to provide technical assistance or re-training beyond what's already been provided
- Recognition will continue, perhaps support for an event will be through the CWDC and local WIBs, with the potential of media recognition as well. Business recognition awards breakfast still in the works at the Governors Mansion. Boulder was recognized at the last CWDC meeting.

A motion to approve CIMS report was made, the motion passed and the report was approved.

Two-Year State Plan Update – Booker Graves

- The State Plan was sent out via email prior to the meeting, and is posted at <http://dola.colorado.gov/wdc/index.htm>
- Many organizations were involved in the development, including local regions, state agencies, CWDC subcommittees, governor's policy office, labor and LMI data; parceled out sections

A motion was made to approve the Two-Year State Plan, the motion passed and the plan was approved.

LMI Discussion – Booker Graves

Background: US DOL changed its policy last year requiring more support between state and local boards and LMI. The Job Vacancy Survey was designed during Colorado's economic boom, and now our job supply side is the issue. As a result, JVS funding was reduced. LMI has been asked to provide quarterly updates, which would be very time and resource intensive. Alternate plan was developed by Booker, Mark and Alex. It would require funds beyond what LMI has available. Alex can provide an annual long-term projection, which is already happening. In addition she could do annual projections for the 8

designated regions. She could also do short term projections geared geographically. Cost would be approximately \$91 thousand over what her grant would provide for LMI. To produce 2 for each region annually, it would be around \$300 thousand. \$91 thousand from SWIS would cover the additional short-term projections. Also, some additional printed materials geared to managers rather than economic development professionals could be developed. CWDC could provide \$45k for the printing of these. The information would still be available on the LMI website.

A motion to fund \$91 thousand for the short-term projection was made, the motion passed.

A motion to fund \$45 thousand for the preparation of printed information targeted to the local regions was made, the motion passed.

CWDC Strategic Plan – Booker Graves

The Executive Committee met to discuss the results of the initial strategic planning session and came up with 3 overarching strategies for the CWDC:

1. Align employer-driven workforce development with economic development
2. Identify career development pathways in emerging industries
3. Invest in locally and regionally-based solutions to meet marketplace needs

Also, Council Meetings will be managed differently. Reports will be delivered in advance to cut down on time used during meeting. Council meetings will be geared towards active participation, guidance, and communication.

A suggestion was made develop a SWAT team of workforce and economic development leaders to get involved and react when new opportunities come into the area, such as the cosmic ray collection lab that was recently in the news from Lamar/Baca County.

Booker – we have resources and expertise in our system to accommodate this. Also, DOLA has large interest in the rural portions of the state and has access to mineral impact funds to use mostly in those rural areas. We have a workforce center in that area and we have community college in that area.

Director's Report – Booker Graves

- Went over summary of funds allocated at last meeting
- Grant summary provided via email prior to meeting
- PGL Review Committee from SWIS – Doug, Samantha, Joe, Mark, Tami
- Booker – working with 4 workforce regions that have large influx of Spanish speaking individuals. Looking for better way to serve, expand their career exploration, expose them to technology, etc. Colorado Springs, Weld, Adams, Denver will design a two year pilot focusing on a voice-activated computer program (Spanish); visual instruction on how to use a computer, do skills assessment, career exploration, and hopefully

- help them with a development plan. Case manager monitoring will be present, and tracking will be done.
- Booker – meeting with state purchasing person to put out a RFP for one year contract, with renewal option, to provide technical assistance for board development and for next phase of plan writing, strategic planning, public hearings, and the whole process that goes along with it. Must understand how CO workforce centers exist and operate. Will also benefit the local WIBs.
 - WIA Re-authorization – House has a bill, Senate has passed a bill, and they will be forming a conference committee (can only discuss what's in either bill, but not what was not included from DOL); DOL not happy with either bill. DOL can go to Congress to slow the process down and hope it dies, or can let it get passed and ask for veto. Seems like if passed, the President will sign
 - Booker - Lots of dialogue with Education representatives. A foundation in CO is pulling together a E3 summit (not the same as ours). They will be changing the focus of their summit to include preparation of workers into their agenda. Sounds like they understand that the “skills” need to be delivered, not just a standard education.
 - Booker – attended conference in Las Vegas (American Hotel and Lodging Association) with Denver and Colorado Springs representatives. Will also be linking with the National Lodging Association to link their program to our WIA programs
 - It was commented that Colorado Mountain College has a successful program, perhaps contact them